

Digital Evidence

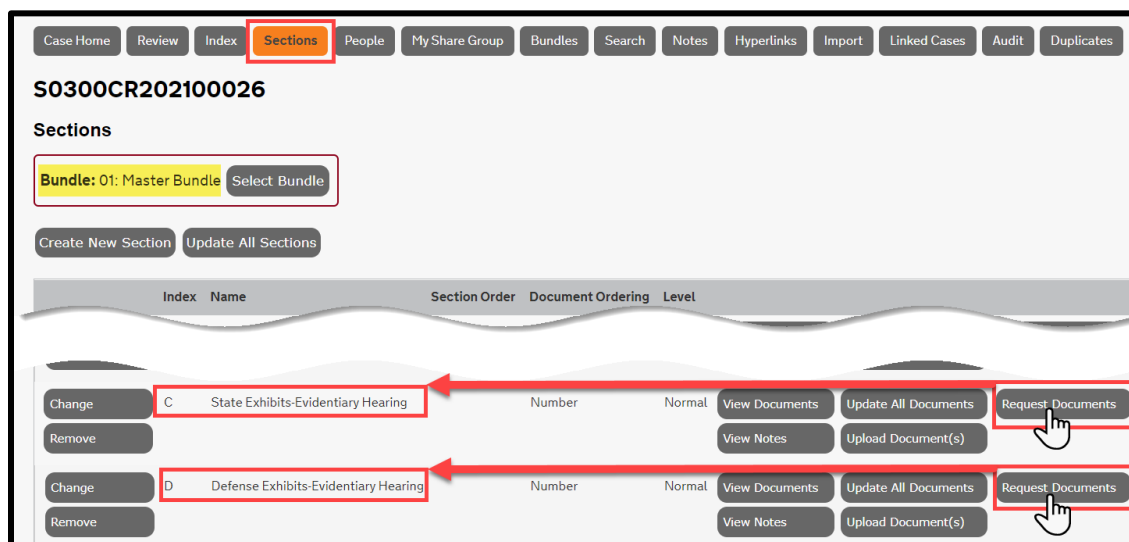
Requesting Exhibits Via Email or Text from People Not Invited into Case

Within the Sections tab, the Request Documents button allows the clerk/court to request exhibits from a person who does not have a digital evidence account. This allows the person to upload exhibits into a particular section of a case, and the person does NOT need to be invited into the case as a participant.

The request must be sent from a specific section of a bundle. The request can be sent as an email, text message, or both. The request will include a link, which will provide limited, temporary access to upload exhibits into the particular section. The clerk/court should review/update the exhibit titles before displaying the submitted exhibits in the courtroom.

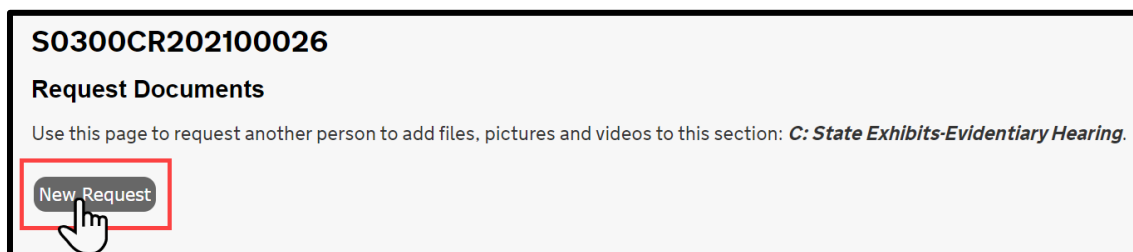
1. Select **Sections tab** > **Request Documents** for the Appropriate Section

Note: the Request Documents button will only be available to users with access to all of the following permissions for the case: Master Bundle, Add Documents, and Invite People



- a. Select **New Request** (or skip to #4 View Sent Requests)

Note: Each time a Request Documents button is used, the request will be recorded on this screen and allow the clerk/court to re-issue or cancel the request



b. Complete the Request Documents Details

Note: The Requestee will receive both a text message and email when both fields are completed

- i. **Title:** Enter **Requestee's Title** (e.g. Mr., Ms.)
- ii. **First Name:** Enter **Requestee's First Name**
- iii. **Last Name:** Enter **Requestee's Last Name**
- iv. **Active for:** **choose a timeframe** between 3 hours and 28 days
 - A. **Hours:** available in intervals of 3 hours
 - B. **Days:** available in intervals of 1 day for the first 7 days, and intervals of 7 days thereafter
 - C. **The link to upload documents will expire within this amount of time after it was sent, and the Requestee will lose the ability to upload documents into the section**
- v. **Mobile Number:** Enter **Requestee's mobile number** to send the link as a text message
 - A. Click on the dropdown menu to select the appropriate country code
- vi. **Email Address:** Enter **Requestee's email address** to send the link as an email
- vii. **Message:** Enter a **message to be included** in the text message and/or email
- viii. Select the **Send Request button** to send the link to the Requestee

Request Documents

Request Documents by text message or email for section A: State's Exhibits Jury Trial

Request someone to add one or more files, pictures or videos to this section by responding to a text message or an email.

Title (Mr, Mrs, ..):
Requestee's Title

First Name:
Requestee's First Name

Last Name:
Requestee's Last Name

Active for:
Days
0
Hours
0

0
3
6
9
12
15
18

Mobile Number:
USA (+1)
###-###-####

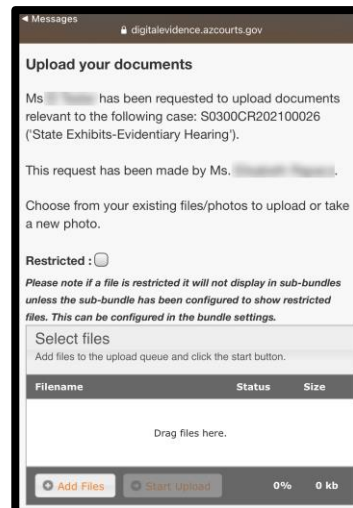
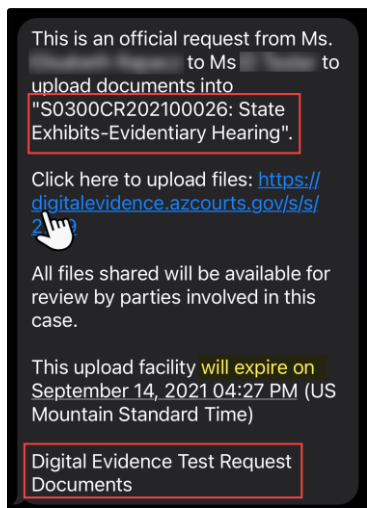
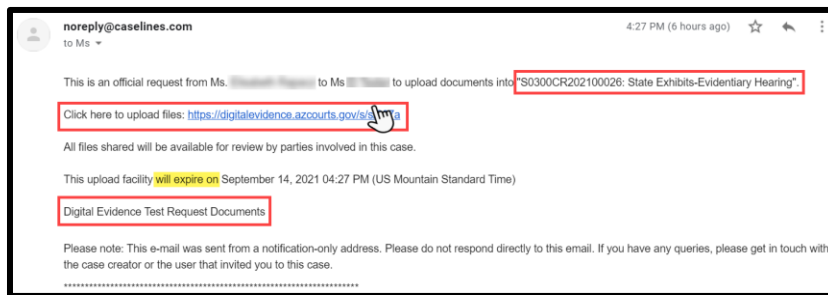
Email Address:
Requestee's Email

Message:
Enter Message

Send Request

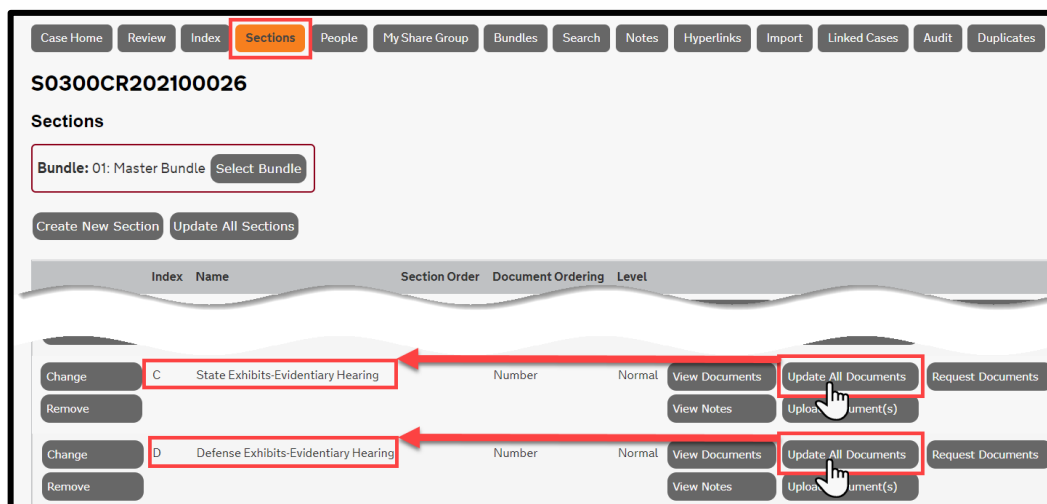
2. **The Requestee will receive an email, text message, or both (depending on the information entered)**

a. **The Requestee will click the link included in the email or text message to upload exhibits**



b. **Once exhibits have been uploaded, the Requestee will NOT have the ability to modify the exhibit name, and it may need to be updated by the clerk/court (to comply with local policy)**

3. **Update the Exhibit Name by accessing Sections > Update All Documents**



a. **Review Document Titles > Update as needed**

S0300CR202100026
Update All Documents

C: State Exhibits-Evidentiary Hearing **Documents**

Click on an entry to edit. Changes are saved automatically.

Document Number	Document Title	Document Date	Included	View	Move	PDF	Remove
0001	Picture	September 07, 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0002	Video	September 05, 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0003	Click on Existing Document Titles to Open a Field and Modify the Name - Changes are Saved Automatically	August 17, 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Saving Indicator

4. **View Sent Requests (Re-issue or Cancel)**

- a. Each time a Request Documents button is used, the request will be recorded on the Request Documents screen and allow the clerk/court to re-issue or cancel the request
- b. Select **Sections tab** > Select Appropriate **Request Documents button** > **Re-issue** or **Cancel**

S0300CR202100026
Request Documents

Use this page to request another person to add files, pictures and videos to this section: C: State Exhibits-Evidentiary Hearing.

New Request

Recipient	Requested By	Requested On	Expires	Status	Mobile/Email	Message	Notes
Ms El	Ms.	September 07, 2021 04:27 PM	September 14, 2021 04:27 PM		+1 480 . . . test1@gmail.com	Digital Evidence Test Request Documents	Re-Issue Cancel
Ms El	Ms.	September 07, 2021 04:21 PM	September 14, 2021 04:21 PM	Cancelled	+1 480 . . . @gmail.com	Digital Evidence Test Request Documents	Cancelled by Ms. . . . on September 07, 2021 04:26 PM Re-Issue

- i. **Re-Issue:** re-issue a request after **the link expired** or **the request was cancelled**
- A. Opens the screen to [Enter the Request Documents Details](#), details will be pre-filled except for the Active for field
- Set a new timeframe** for the link to expire
 - Verify/update any other information**, such as the message
- ii. **Cancel:** cancel a request at **any time before the link has expired**
- A. A pop-up screen will appear > **Confirm** that the request should be cancelled

digitalevidence.azcourts.gov says

Are you sure you want to cancel this request?

OK **Cancel**